



**Dementia Meeting Centre Workshop**  
**Thursday 14<sup>th</sup> September 10am – 3pm**  
**The Gordon Memorial Hall Rosemarkie IV108UE**

Start	Finish	Activity
10.00	10.30	<b>Arrival and registration</b>
10.30	11.00	<b>Introduction &amp; Welcome</b> <ul style="list-style-type: none"> <li>• Aims of the day.</li> <li>• Overview of UK Meeting Centre Programme &amp; research/activity to date.</li> </ul>
11.00	11.30	<b>What is a Meeting Centre?</b> <ul style="list-style-type: none"> <li>• History, principles and ethos, including the “adjusting to change” approach.</li> </ul>
11.30	12:15	<b>Key Elements of Planning for a Meeting Centre</b> <ul style="list-style-type: none"> <li>• How to run a Community Engagement Event.</li> <li>• How to set up a Meeting Centre Planning Group of interested stakeholders.</li> <li>• Creating an Implementation Plan - <ul style="list-style-type: none"> <li>○ Who your target group is (who will attend the Meeting Centre);</li> <li>○ The programme of activities (for people with dementia, for carers; for the community).</li> <li>○ Finance (funding and sustainability);</li> <li>○ Finding a good location;</li> <li>○ Protocol and collaboration between stakeholders;</li> <li>○ Staffing and training;</li> <li>○ PR and marketing (reaching out to participants and referrers).</li> </ul> </li> <li>• Providing the service.</li> <li>• Sustainability and the long-haul.</li> </ul>
12.15	12.30	<b>Q &amp; A Discussion</b>
12.30	13.15	<b>Lunch</b> and opportunity to network and ask individual questions of the Meeting Centres Team
13:15	13.45	<b>Facilitated table exercise</b> <ul style="list-style-type: none"> <li>• How could I initiate interest in my community?</li> <li>• Who would I need to move things forwards in my community?</li> </ul>
13.45	14.15	<b>What support can you receive under the UK Meeting Centres Support Programme</b>
14.15	14:30	<b>Next steps and close</b>
14.30	15.00	Further opportunity to network and ask individual questions of the Meeting Centres Team.